

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public Records
 RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: (602) 542-3741 - FAX (602) 542-3890

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State Agency Password:	Political Subdivision:	Agency Name
AWM-ADM		Arizona State Parks
Org. Unit / Division:	Office	Phone:
Administrative Services		542-2155
Address:	City:	State ZIP
800 West Washington, 4th floor	Phoenix	AZ 85007

Submitted By (Name): **Eunice Kokovitch** Title: **Financial Records Manager** Signature: **X Eunice Kokovitch**

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Attendance & Revenue Records	151690	1	4	5	After fiscal year prepared.
2.	Budget Files		5	-	5	After fiscal year prepared.
3.	Contracts, Agreements & IGA's (including correspondence, bids & proposals)	001317	2	4	6	After expired.
4.	Deposits	151669	1	4	5	After fiscal year prepared.
5.	Employee Personnel Files	001925	2	3	5	After termination .
6.	Employee Time Reports	761954	1	2	3	After fiscal year prepared.
7.	Expense Accounting Records (state funded programs)	210390	1	4	5	After fiscal year prepared.
8.	<u>Grant Files:</u>		Perm	*	Perm	Selected materials from park development & historic preservation (covenants) filmed. *Security copies stored @ RMC.
a.	Agreements, Maps & Other Historical Documents (separated from Fod Grant Files)					
b.	Federal Grants (park development)	740325	-	5	5	After project closed. Return for review and separation of historical materials.
c.	Historical Preservation (covenants filmed)	742525	-	5	5	After project closed. Return for review.
d.	State Park Development	740625	-	5	5	After project closed.
9.	Outdoor Recreation Files	000625	1	2	3	After fiscal year prepared.
10.	Payroll Claims	161616	1	4	5	After fiscal year prepared.
11.	Payroll Deduction Records	150390	1	3	4	After fiscal year prepared. 29 CFR 404.1256
12.	Personnel Action Forms (AZ 001's)		3	-	3	After fiscal year prepared.
13.	Unsuccessful Bids & Proposals	819376	1	4	5	After awarded.

Approved by: <i>Mary Johnson</i>	Approval Date: <i>SUPERSEDES 4/17/91</i> MAR 10 1997
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Disposition Schedule for

Arizona State Parks - Administrative Services

AWM - ADM

<i>Record Series</i>	<i>RS Code</i>	<i>Old Schedule Code</i>	<i>Time in Office</i> (yrs.)	<i>Time in Records Center</i> (yrs.)	<i>Total Retention</i> (yrs.)	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Audio / Video	10019		0	25	Permanent	Permanent.	Retain GS 1003, Item #10019. per Arizona <i>Standards for Permanent Records</i> , or transfer to State Archives when administrative value has been served.
Records - Historical							
Photographs - Historical	10027		0	25	Permanent	Permanent.	Retain GS 1003, Item #10027 per Arizona <i>Standards for Permanent Records</i> , or transfer to State Archives when administrative value has been served.

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Archaeology Records	840		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	000-12-60, Item #1
Land Acquisition Records - Phase I Environmental Records	841		0	7	7	After date of simple acquisition.	000-12-60, Item #4.a.
Land Acquisition Records - Appraisal Reports and Other Records Needed to Acquire Parcels Through Condemnation	842		0	15	15	After condemnation settled and related legal cases closed.	000-12-60, Item #4.b.

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Land Acquisition Records - Deeds and Title	843		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	000-12-60, Item #4.c.
Insurance Policies							
Land Acquisition Records - Acquisition Related Correspondence	844		0	1	1	After acquisition completed or abandoned.	000-12-60, Item #4.d.
Park and Trail Development and Planning Records	845		0	10	10	After created or received.	000-12-60, Item #7

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Park Plans and Blueprints - Historical	846		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	000-12-60, Item #9
Grant Records - Administrative and Financial	10280	833	1	5	6	After final expenditure report submitted.	GS 1018, Item #10280
Abandonments, Easements and Right of Way (ROW) Records	10237		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	GS 1016, Item #10237

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Accounts Payable and Receivable	10055		0	5	5	After fiscal year created or received.	GS 1017, Item #10055
Records - State Agencies, Boards and Commissions							
Budget Records, Official Approved and Appropriated Budget	10061		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	GS 1017, Item #10061
Capital Asset Records, All Other Records	10067		0	3	3	After fiscal year of disposal of property but not less than 6 years after property acquired.	GS 1017, Item #10067

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Financial Reports, All Other Detail or Summary Reports - State Agencies, Boards and Commissions	10073		0	5	5	After fiscal year created or received.	GS 1017, Item #10073
Architect / Consultant Records - Not Used	10316		0	3	3	After created or received.	GS 1023, Item #10316
Construction Records - Completed	10321		0	9	9	After construction completed.	GS 1023, Item #10321
Construction Records - Proposed by Not Completed	10322		0	7	7	After project abandoned.	GS 1023, Item #10322

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Facility Assessment Records	10333		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	GS 1023, Item #10333
Maintenance / Repair Work Orders - Major Work	10338		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	GS 1023, Item #10338

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Maintenance / Repair Work	10339		0	3	3	After work order closed.	GS 1023, Item #10339
Orders - Routine Work							
Master Plans - Historical	10340		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	GS 1023, Item #10340
Master Plans - Non Historical	10341		0	5	5	After superseded or obsolete.	GS 1023, Item #10341
Security Records (Includes security plans for facilities.)	10348		0	3	3	After superseded or obsolete.	GS 1023, Item #10348